



City of Santa Barbara

PLANNING COMMISSION SUBMITTAL PACKET

(Development Application Review Team (DART) Submittal Requirements)**

- ☐ Planning Commission/DART Application Submittal Requirements*
- ☐ Project Plan Requirements
- ☐ Hazardous Waste and Substances Requirement
- ☐ Sample of Completed Master Application
- ☐ The 30-Day Development Application Review Process
- ☐ Planning Commission Process

Note: Please submit a completed Planning Commission Submittal Cover Sheet (lilac) for all submittals including your initial submittal.

* ***Additional handouts that applicants may need to obtain and are available online (<http://www.santabarbaraca.gov/Resident/Home/Forms/>), include:***

- 1) Coastal Development Permit Submittal Packet
- 2) Condominium Conversion Packet
- 3) Mailing Label Preparation for Property Owners
- 4) Mailing Label Preparation for Residential Tenants
- 5) Subdivision Ordinance
- 6) Visual Aid Submittal Packet

** **Please be advised that the following types of projects require review by the Pre-Application Review Team (PRT) prior to submitting for Planning Commission (PRT Review is a pre-application concept review meeting with City Staff from various City departments):**

- Tentative Subdivision Maps
- Development Plans for additions of 3,000 s.f. or more
- New Condominiums
- Conditional Certificate of Compliance
- Condominium Conversions
- Annexations

Also note that PRT review is available and may also be recommended for the following types of projects: Lot Line Adjustment; Change of Use Permit; Coastal Development Permit (CDP); Conditional Use Permit (CUP); other Planning Commission applications.

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City of Santa Barbara

PLANNING COMMISSION/DART APPLICATION SUBMITTAL REQUIREMENTS

The following information is **required** for project analysis and scheduling for Planning Commission review and decision.

The City strives for excellence in customer service. Therefore, for the City staff to be efficient and timely in reviewing your project application, it is imperative that the application contains full and complete information. Applications that do not contain full and complete information will not be accepted, but will be returned to you for completion. We strongly encourage that you review street and planning files for your project prior to submittal. You can look at these files at the Records and Archives counter (located at 630 Garden St., (805) 564-5554). Information such as the 1) ***Santa Barbara Municipal Code***, 2) ***handouts***, 3) ***guidelines***, 4) ***street*** and 5) ***planning files*** (a.k.a. ***LDT record archives***), 6) ***parcel*** and 7) ***case*** information, is available online at www.SantaBarbaraCA.gov under the ***Government***, ***Residents*** or ***Business*** tabs at the top of the screen. Questions regarding application submittal contents and process can be answered at the Planning and Zoning counter at 630 Garden St. at (805) 564-5578, or by appointment with a Case Planner at (805) 564-5470.

Please submit the following information:

1. COMPLETED MASTER APPLICATION FORM:

- ☐ a. Project Address
- ☐ b. Assessor's Parcel Number(s) and Land Use Zone(s)
- ☐ c. Existing use(s)
- ☐ d. Construction Type
- ☐ e. Complete Project Description (detailed description in letter, see below)
- ☐ f. Approval(s) requested
- ☐ g. Proposed use(s)/Occupancy
- ☐ h. Owner and Agent - Name, Address (include Zip Code), Phone Number, & E-mail Address - give a numbered address [not "the corner of..."]
- ☐ i. Square footage, number of existing and proposed structures, number and size of existing and proposed units
- ☐ j. Lot size (gross and net)
- ☐ k. Signature of Applicant/Agent **and** Property Owner

2. LETTER FROM APPLICANT:

- ☐ a. Include what discretionary approval is being sought (i.e., "I am seeking a Conditional Use Permit and need Planning Commission approval".)
- ☐ b. If the proposed project was previously reviewed by the Pre-Application Review Team (PRT), provide a copy of the PRT Comment Letter and indicate how the PRT comments contained in the letter have been addressed with this application submittal.
- ☐ c. Provide the following dates for the pre-application reviews which have taken place within a maximum of six (6) months prior to the date of application:

Airport Commission

Meeting Date: _____

Architectural Board of Review	Meeting Date: _____
Historic Landmarks Commission	Meeting Date: _____
Harbor Commission	Meeting Date: _____
Modification Hearing Officer	Meeting Date: _____
Parks & Recreation Commission	Meeting Date: _____
Planning Commission Action	Meeting Date: _____
City Council Action	Meeting Date: _____
Other _____	Meeting Date: _____

- ☐ d. Provide any relevant information on previous contact/correspondence with City staff.
- ☐ e. Include a discussion justifying the project, including background and reasons. This is your opportunity to explain your proposed project goals and why you are seeking approval.
- ☐ f. Indicate the significant issues and problem areas, as you understand them.
- ☐ g. Include a detailed description of the proposed project. This may include, but not be limited to, the following information:
 - ☐ 1) Uses of existing and proposed structures.
 - ☐ 2) Square footages of existing and proposed structures.
 - ☐ 3) Demolition or removal of any structures.
 - ☐ 4) Site square footage and acreage.
 - ☐ 5) Removal of any existing trees or significant vegetation.
 - ☐ 6) Relevant drainage information.
 - ☐ 7) Parking and landscaping statistics.
 - ☐ 8) Proposed grading to occur with cut and fill given in cubic yards of soil and whether balanced onsite or import/export is involved. If import/export is involved, identify source or disposal site.
 - ☐ 9) Identify adjacent surrounding land use designations and zone districts to the north, south, east, and west.
 - ☐ 10) Provide answers to the following questions:
 - ☐ i. Does the proposed project include added exterior lighting? If yes, please describe locations, type, height, etc.
 - ☐ ii. Would the proposed project involve the creation of smoke or odors? If yes, describe the source and its location.
 - ☐ iii. Would the proposed project involve the creation of new noise sources? If yes, describe the source and its location.
 - ☐ v. Have geotechnical studies (e.g., soils reports, earthquake fault location studies, geology reports, etc.) previously been prepared for the project site? If yes, please provide a copy with your application.
 - ☐ vi. Have resource or constraint studies (e.g., biological assessment reports, archaeological reports, historic structures reports, etc.)

- previously been prepared for the project site? If yes, please provide a copy with your application.
- ☐ vii. Are there any existing or proposed designated recreational trails or easements traversing the project site?
 - ☐ viii. Is the property located adjacent or near a creek or other water course?
 - ☐ 11) Describe demolition and construction activity in detail, including the following:
 - ☐ i. Identify the estimated duration of demolition.
 - ☐ ii. Identify the estimated duration of grading.
 - ☐ iii. Identify the estimated duration of construction activity.
 - ☐ iv. Identify the number of workers and number and type of equipment necessary for each phase of demolition, grading, and construction.
 - ☐ v. Identify equipment and construction materials staging area(s).
 - ☐ 12) Any additional pertinent information (i.e., number of bedrooms, number of restaurant seats) and any other information as required by City Staff.
 - ☐ h. Hazardous Materials.
 - ☐ 1) Would the proposed project involve use or disposal of hazardous materials? Is there any known site contamination from hazardous materials? Are there any abandoned oil wells in the area? If yes, has remediation been completed in accordance with State requirements? If yes, please provide evidence of compliance.
 - ☐ 2) Pursuant to the Permit Streamlining Act (PSA), the applicant is required to submit a signed statement indicating whether the proposed project site or any alternative site(s) is on the lists of hazardous waste sites maintained by the Secretary for Environmental Protection. A copy of the lists is available at the Planning Division. If the proposed project site or any alternative site(s) is on the lists of hazardous waste sites maintained by the Secretary for Environmental Protection, a signed statement must be submitted. See attached statement.

3. PRT/DART LETTER: *(If the project has had previous PRT or DART reviews.)*

- ☐ a. Include a copy of the last PRT or DART Letter **and** how you addressed the comments.
- ☐ b. You **must** contact the assigned Case Planner to set up an appointment for submittal of your project. (Projects that have previously gone through the PRT or DART process have been assigned a Case Planner and will not be accepted by Planning Counter Staff.) If the previous Case Planner is no longer assigned to the project, please contact the Development Review Supervisor in order to get a new case planner assigned to the project.)

4. PLANS:

10 copies of plans - folded to 8 1/2" x 11". (Minimum acceptable sheet size is 18" x 24") Please note that additional sets of plans may be required, depending on the scope of the project.

- ☐ a. Site plan. (Refer to the ***Project Plan Requirements Handout*** for required information). Elevations of all proposed building(s) sides and outline of buildings and structures on adjacent parcels.
- ☐ b. Landscape plan.
- ☐ c. Floor plan(s) with windows, doors, room types labeled, and room square footage shown.
- ☐ d. All applications for subdivisions shall be required to provide a Tentative Map. See SBMC Chapter 27.07.030 for Tentative Map requirements.

5. PHOTOGRAPHS: *(Photographs must remain with this submittal. The applicant must provide duplicates for each separate submittal if photographs are also required for other discretionary applications (i.e. Design Review, etc.).)*

- ☐ a. Current color photographs of the site from the street, each elevation of the building(s), adjacent properties, surrounding neighborhood area and streetscape, to provide an accurate depiction of the location of the subject parcel(s).

Include a composition panoramic view of the site within the context of the surrounding neighborhood.

Photographs **must** be clear, visually legible, in color **AND** a **minimum** of 3"x5" size. Dark and/or discolored photographs are not acceptable. Polaroid or instamatic photographs are also not acceptable. Digital photographs are acceptable if they are of the same quality of development as color photographs.

Mount and **label** each photograph for submittal on foldable 8½" x 11" heavy paper (loose photographs are **not** acceptable). All photographs must be labeled with the project address and the relationship of the photograph to the project site. Digital photographs may be printed on 8½" x 11" regular white paper. *(Please refer to sample boards available at the Planning Counter.)*

- ☐ b. Include a map showing locations where photographs were taken.

6. PUBLIC NOTICE REQUIREMENTS:

- ☐ a. Property Owner mailing labels. The City will provide property owner labels for a fee. Otherwise, please obtain the "Mailing Label Preparation for Property Owners" handout for more information on the required noticing distance and how to prepare mailing labels for your project. If you are preparing the labels, be sure to include labels for all involved applicants (i.e., agent, architect, etc).
- ☐ b. Tenant mailing labels. If the project site is located within the City's Coastal Zone or the project involves a Condominium Conversion, tenant mailing labels are required to be submitted. Please obtain the "Mailing Label Preparation for Residential Tenants" handout for more information on the required noticing distance and how to prepare mailing labels for your project. (Please note that the City does not provide this service.)
- ☐ c. Affidavit signed by the person who compiled the mailing labels, if the labels were not prepared by the City.

7. HYDROLOGY CALCULATIONS: *(Contact Public Works Engineering staff with any related questions at (805) 564-5373.)*

- ☐ a. Applicant shall indicate how site drainage is being transmitted through the subject property to the public right-of-way or to a natural watercourse. Indicate all existing and proposed drainage conveyance systems located on the proposed project site. Submit hydrology calculations for the 25-year and 100-year storm events. Indicate the 100-year inundation areas and overload escape route(s).

OR

- ☐ b. Provide documentation that the Public Works Engineering Division staff has waived the hydrology calculations requirement.

8. COASTAL REVIEW:

- ☐ a. If the project requires a Coastal Development Permit (CDP), submit the completed Coastal Development Permit Application. The property owner on the CDP application **must** match the signature on the Master Application.
- ☐ b. Submit two sets of Tenant Labels and a signed affidavit as outlined in the “Mailing Label Preparation for Residential Tenants” handout.

9. PRELIMINARY TITLE REPORT:

- ☐ a. Two (2) copies of a current preliminary title report (issued within three (3) months of the application date) for all involved parcels. The Title Report **must** show ownership and all easements. *(Following review of the preliminary title report, copies of easement documents referred to in the preliminary title report may be required.)*
- ☐ b. Property owner must match signature on the Master Application.

10. COVER SHEET:

- ☐ a. Submit a completed Planning Commission Submittal Cover Sheet (*lilac*) with **ALL** of your submittal

11. FEES:

- ☐ a. To be paid in the amount indicated on the fee resolution adopted by the City Council.

12. PROCESSING INFORMATION:

- ☐ a. Upon submittal of your application, a case planner will be assigned. (Projects that have previously gone through the PRT or DART process have already been assigned a Case Planner.) The Case Planner is responsible for coordinating the staff review of your application. The Case Planner can also answer any questions you may have regarding your application. Please note that representatives from Building & Safety, Public Works Engineering, Public Works Transportation Planning and the Fire Department are also assigned to your project. In order to maintain consistency in the processing of your application, it is highly recommended that you confine your questions to the staff members assigned to your case unless otherwise directed.
- ☐ b. During review of the application, additional information and studies may be necessary before the application is determined to be complete and additional processing can occur. The Case Planner will notify you if additional information and studies are required.

- ☐ c. Prior to the application being scheduled for Planning Commission review, additional copies of plans submitted will be necessary. The Case Planner will notify you of the number of additional plans required.
- ☐ d. Visual Aids: The Planning Commission conducts regular site visits to project sites, generally the Tuesday morning prior to the scheduled hearing date. The Commission has requested that markers be provided on the site for all projects that may have size, bulk and scale, visual impacts or view issues, to provide a basic visual representation of project size and scale. The Case Planner will advise you when deeming your application complete, whether this will be required. Please refer to the “Visual Aid Submittal Packet” for more information.
- ☐ e. As part of deeming the application complete, 8½” x 11” reductions of the site plan, elevations and/or Tentative Map (for subdivisions only) must be provided to the Case Planner. Please review your completeness letter for any additional information required and related timelines.
- ☐ f. The owner and/or agent will be sent an agenda and legal notice in the mail concerning the application hearing date and time.



City of Santa Barbara

PROJECT PLAN REQUIREMENTS

The following information is **required** for project analysis and scheduling for Planning Commission review and decision. Please make sure to provide all information requested. (**Note:** The minimum acceptable sheet size for plans is 18" x 24". Additionally, please make sure that the information is legible. It may be necessary to break down the site plan information in more than one sheet to clearly show the existing, demolished, and proposed.)

1. SITE PLAN - PROJECT DATA

- ☐ a. Project site address(es)
- ☐ b. County Assessor's Parcel Number(s) (APNs)
- ☐ c. Land Use Zone District(s)
- ☐ d. General Plan Land Use Designation (s)
- ☐ e. Property owner(s)
- ☐ f. North arrow
- ☐ g. Scale of drawing - e.g. 1/8" = 1 foot, 1/4" = 1 foot, 1/16" = 1 foot, etc. **Note:** The scale of the drawing is to be such that all features required per this "Project Plan Requirements" handout are clearly legible. Generally, 1/8" scale for site plans, 1/4" scale for floor plans and elevations.
- ☐ h. Streets abutting property

2. SITE PLAN - PROJECT LEGEND

- ☐ a. Square footage (net and gross) of existing lot
- ☐ b. Square footages (net and gross) of proposed lots
- ☐ c. Average slope of property (per SBMC §28.15.080)
- ☐ d. Detailed breakdown of the amount of cut and/or fill under the main building footprint (in cubic yards)
- ☐ e. Detailed breakdown of the amount of cut and/or fill outside the main building footprint (in cubic yards)
- ☐ f. Construction type
- ☐ g. Existing and proposed use(s) of all existing buildings or structures
- ☐ h. Proposed use(s) of all new buildings or structures
- ☐ i. Occupancy group
- ☐ j. Gross **and** Net square footages for each existing and proposed structure/s and/or unit(s) to be demolished, and new proposed structure(s) and/or unit(s). (*Please refer to the "Project Statistics Forms for Design Review Projects" for definitions of gross and net square footages*)
- ☐ k. Number of existing and proposed dwelling units
- ☐ l. Number of buildings being demolished
- ☐ m. Number of existing and proposed bedrooms in each unit

- ☐ n. Number of existing, required (per the Zoning Ordinance), and proposed parking space(s) including those proposed to be removed. Clearly indicate whether the parking is covered or uncovered.
- ☐ o. Number of restaurant seats
- ☐ p. Site statistics showing both square footages and percentage of coverage of building, landscaping and paved areas for proposed uses (*Be sure that these statistics add up to 100% of the lot area*)
- ☐ q. Scope of work – to include all work proposed as part of the project

3. SITE PLAN - VICINITY MAP

- ☐ a. Major streets surrounding the project
- ☐ b. North arrow
- ☐ c. Show both reference and true North
- ☐ d. Surrounding properties

4. SITE PLAN - BUILDING AND STRUCTURE LOCATIONS

- ☐ a. Location of all existing, demolished, and proposed structure(s) and use(s)
- ☐ b. Dimensions of the property and all building(s), structure(s), and parking
- ☐ c. Dimensions of setbacks from property lines to all buildings and structures on the property
- ☐ d. Distance between existing and proposed buildings
- ☐ e. All fences, walls, gates, and hedges and indicate heights and widths
- ☐ f. Provide grade levels adjacent to existing and proposed buildings and structures
- ☐ g. Outlines of adjacent buildings and structures on properties abutting project property
- ☐ h. Location of all existing, demolished, and proposed vehicle and bicycle parking (include dimensions and entrance/exit points)
- ☐ i. Trash/recycling areas/enclosures (*New commercial and multi-family developments of 5 units or more, or improvements that add 30% or more to the existing floor area, must include adequate, accessible, properly drained and convenient areas for collecting and loading recyclable materials. Please contact Karen Guntow of Public Works (805-897-2542) for more information on trash/recycling design and requirements.*)
- ☐ j. Indicate locations and dimensions for all required open yard areas for single family zones and show the private outdoor living spaces and open yard areas for multiple units and mixed-use developments.
- ☐ k. Wells, power poles, street lights and fire hydrants
- ☐ l. Indicate all structures/buildings proposed for demolition

5. SITE PLAN - PROPERTY INFORMATION

- ☐ a. Locations, bearings, and distances of all existing and proposed property lines
- ☐ b. Locations and dimensions of all existing and proposed easements, e.g., sewer, water, drainage, utilities, access
- ☐ c. Location of all existing and proposed utility connections

- ☐ d. Show topography in 5-foot contour intervals, except driveways which shall be shown in 1-foot contour intervals. Extend contours 100 feet on all sides beyond the proposed project site
- ☐ e. Earthquake faults
- ☐ f. Existing and proposed curb cuts
- ☐ g. Existing and proposed driveways and streets. Include slope of all proposed streets and driveways
- ☐ h. Indicate streets, alleys, and paseos that abut the project property
- ☐ i. Indicate sidewalk width, bike lanes, and nearest transit stop
- ☐ j. Direction and amount of slope of property
- ☐ k. Natural drainage patterns and proposed and existing drainage information
- ☐ l. Existing and proposed utility mains and services (water, sewer, drainage, fire hydrants, utility poles, etc.)
- ☐ m. All existing trees with diameter measured at 4 feet above grade and type, and all significant vegetation
- ☐ n. Proposed grading (cut and fill quantities)
- ☐ o. Other existing or proposed features not included in the above data

6. SITE PLAN – IMPROVEMENTS IN CITY RIGHT OF WAY

- ☐ a. Show all existing improvements in the City right of way, e.g., curb, gutter, sidewalks, utilities, water and gas meters and driveway entrance(s)
- ☐ b. Indicate proposed improvements within the City right of way, e.g., repairs to and/or new curb, gutter, sidewalks, driveway entrances(s) and any new water and gas meters and utilities

7. ELEVATIONS

- ☐ a. Label each elevation
- ☐ b. Scale of drawing
- ☐ c. Views from all sides of the building(s) involved in the project; clearly indicate all existing, demolished and proposed new work
- ☐ d. Heights from natural grade to top of ridge (as defined by SBMC §28.04.120) of all proposed buildings and structures and additions involved in the project on all elevations
- ☐ e. Residential development in residential zones must show compliance with the Solar Ordinance S.B.M.C. Chapter 28.11 (Please refer to the Solar Access Packet available online)
- ☐ f. Identify both existing and finished grades
- ☐ g. Cross-section drawings of land areas being cut or filled
- ☐ h. Outline of buildings and structures on adjacent parcels

8. FLOOR PLANS

- ☐ a. Scale of drawing
- ☐ b. Label each floor plan when multiple levels apply
- ☐ c. Existing and proposed floor plans of involved buildings, showing access, window(s), door(s); be sure to clearly indicate what is being removed, replaced and/or altered

- ☐ d. Label all rooms

7. LANDSCAPE PLAN

- ☐ a. Provide a landscape plan in conformance with the Architectural Board of Review and Historic Landmarks Commission submittal requirements as indicated below. For additional standards, see the “Landscape Design Standards for Water Conservation” handout.
- ☐ i. Indicate total area landscaped in square footage and percent of total site
 - ☐ ii. Show all existing and proposed plant material and indicate species and size
 - ☐ iii. Indicate with an X through trees proposed to be removed
 - ☐ iv. Indicate the location and type of all paved surfaces
 - ☐ v. Indicate irrigation system
 - ☐ vi. A “Compliance Statement for Low-Water Using Landscape Design” must be completed, signed and reproduced on the landscape plans at the time the plans are submitted for building plan check)



City of Santa Barbara

HAZARDOUS WASTE AND SUBSTANCES REQUIREMENT

Pursuant to the Permit Streamlining Act (PSA), the applicant is required to submit a signed statement indicating whether the proposed project site or any alternative site(s) is on the lists of hazardous waste sites maintained by the California Secretary for Environmental Protection. A copy of the lists is available at the Planning Division. If the proposed project site or any alternative site(s) is on the lists of hazardous waste sites maintained by the Secretary for Environmental Protection, a statement must be submitted.

HAZARDOUS WASTE AND SUBSTANCES STATEMENT

The development project and any alternatives proposed in this application are contained on the lists compiled pursuant to Section 65962.5 of the Government Code. Accordingly, the project applicant is required to submit a signed statement that contains the following information:

Name of applicant: _____

Address: _____

Phone Number: _____

Address of site (street name and number if available, and ZIP code): _____

Local Agency (city/county): _____

Assessor's book, page, and parcel number: _____

Specify any list pursuant to Section 65962.5 of the Government Code: _____

Regulatory identification number: _____

Date of list: _____

Applicant's signature

Date

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City of Santa Barbara MASTER APPLICATION

Case Numbers

MST 200 _____

BLD 200 _____

Other _____

(Staff Use Only)

Project Address: 630 Garden Street

Assessor's Parcel Number: 099-010-099

Land Use Zone: R-1/S-D-3

Existing Condition/Current Use single-family residence

☐ New ☒ Addition ☐ Remodel ☐ Repair ☐ Demo ☐ Change of Use ☐ Grading ☐ Other

☒ Residential: # of Bldgs. 1 # of Stories 1 # of Units 1 ☐ Commercial: # of Bldgs. _____ # of Stories _____ Const. Type 5-N

Project Description: 300 square foot, first floor addition to existing 1,000 square foot single-family residence with a detached 400 square foot two-car garage.

Proposed Use/Occupancy: residential addition

Construction Valuation \$: _____

	Name	Street Address	City, State, Zip	Phone #
<input checked="" type="checkbox"/> Owner of Property:	<u>John Doe,</u>	<u>630 Garden Street,</u>	<u>Santa Barbara, CA 93101</u>	<u>(805) 555-1212</u>

<input checked="" type="checkbox"/> Applicant:	<u>Jane Smith,</u>	<u>123 Santa Barbara Street,</u>	<u>Camarillo, CA 93123</u>	<u>(987) 555-1234</u>
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☐ Tenant: _____

☐ Architect/Designer: _____

☐ Contractor: _____

☐ Other (specify): _____

IMPORTANT: Please check box ☒ next to name of person listed above whom we should contact regarding this application.

Proposed Size

New Commercial Building: _____ sq. ft.

New Residential Building: _____ sq. ft.

Addition: 300 sq. ft.

Remodel/Tenant improvement: _____ sq. ft.

Carport/Patio Cover: _____ sq. ft.

New Deck: _____ sq. ft.

New Fencing: _____ sq. ft.

New Paving: _____ sq. ft.

Grading: None cu. yd.

Other (specify): _____

Existing Size

Lot: 60 x 100 = 6,000 sq. ft.

Main Building: 1,000 sq. ft.

Other (specify): 400 sq. ft.

STAFF USE ONLY

- ☐ ARCHITECTURAL BOARD OF REVIEW (ABR)
- ☐ COASTAL EXCLUSION
- ☐ ENVIRONMENTAL REVIEW
- ☐ HISTORIC LANDMARK COMMISSION REVIEW (HLC)
- ☐ GENERAL PLAN SQUARE FOOTAGE ALLOCATION (GPU)
- ☐ MODIFICATION REVIEW (MOD)
- ☐ PLANNING COMMISSION REVIEW (PC) (CIRCLE ALL THAT APPLY:
ANNEX, APPEAL, CDP, CUP, DPA, GPA, LLA, MOD, REZONE, TSM,
VAR, OTHER _____)
- ☐ PRE-APP./DEVELOPMENT APP. REVIEW TEAM (PRT)/(DART)
- ☐ PROPERTY PROFILE (FOR COMMERCIAL PROPERTIES)
- ☐ SIGN COMMITTEE REVIEW
- ☐ ZONING LETTER (TYPICALLY FOR FINANCIAL INSTITUTIONS)

I, the undersigned, understand approval of this project does not waive any requirements, laws, or ordinances of the City of Santa Barbara. All statements contained herein, including all documents and plans submitted in connection with this application, are true and accurate to the best of my knowledge.

I hereby authorize the above named contact person to act as my agent in all matters pertaining to this application.

Signature: J. Smith Date: 8-21-05
(Applicant)

Signature: J. Doe Date: 8-21-05
(Property Owner)

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City of Santa Barbara

THE 30-DAY DEVELOPMENT APPLICATION REVIEW PROCESS

The following types of projects are subject to the Development Application Review Process pursuant to the Permit Streamlining Act (Gov't Code §65920-65963.1). Development Projects – Any project undertaken for the purpose of development including issuance of a permit for construction or reconstruction, including but not limited to:

- Coastal Development Permits (CDP)
- Conditional Use Permits (CUP)
- Conditional Certificates of Compliance
- Development Plan Approvals (DPA)
- Design Review Applications to the Architectural Board of Review (ABR) and Historic Landmarks Commission (HLC)
- Lot Line Adjustments (LLA)
- Modifications
- Tentative Subdivision Maps
- Variances
- Waivers

The following types of projects are *not* subject to the 30-Day Development Application Review Process. However, the City makes every attempt to process these types of applications in a similar time frame as projects subject to the 30-Day Development Application Review Process:

- Annexations, General Plan Amendments, Rezonings, and Specific Plans.
- Ministerial projects including: Certificates of Compliance (with no conditions), mergers, approval of final subdivision maps, approval of design review applications that are reviewed administratively, and Coastal Exclusions.
- Administrative appeals.

The City strives for excellence in customer service in all areas of land development. In order for City staff to be efficient and timely in its review of your application, it is imperative that your application contains the information as listed in the Submittal Requirements handout for the appropriate hearing body.

Applications not containing the information as listed in the Submittal Requirements handout for the appropriate hearing body may not be accepted for processing.

Once you have submitted your proposed project's application and it has been accepted for processing, it will be reviewed in accordance with the provisions of the Permit Streamlining Act §65943. For applications requiring Planning Commission review, a Case Planner from the Planning Division will be assigned to your project. The Case Planner will be the lead contact regarding your application. For applications only requiring ABR or HLC review, the lead contact regarding your application will be the ABR or HLC staff planner. Any questions or concerns you may have relative to the processing of your application should be directed to the Case Planner or ABR or HLC staff planner at (805) 564-5470.

The City has 30 days from the date the application is accepted for processing to determine if the application is "complete" (i.e. contains all of the required information necessary for project analysis and

decision). The application will be forwarded to various City departments and divisions for their review and comments. At the end of the 30-day period, the City shall transmit in writing its determination to you.

If additional information is required, the City will specify the required additional information in the letter. The application will be placed “on-hold” until the required information is received. Not later than 30-days from receipt of the additional required information, the City will again determine if the application is complete. If the application remains incomplete, the City will again transmit its determination to you and specify the additional information required. If the City determines the application is “complete,” further processing shall commence. Further processing includes environmental review of the proposed project, analysis for compliance with applicable plans, policies, ordinances, codes, etc., and action on the proposed project application by the appropriate decision-making body(ies).

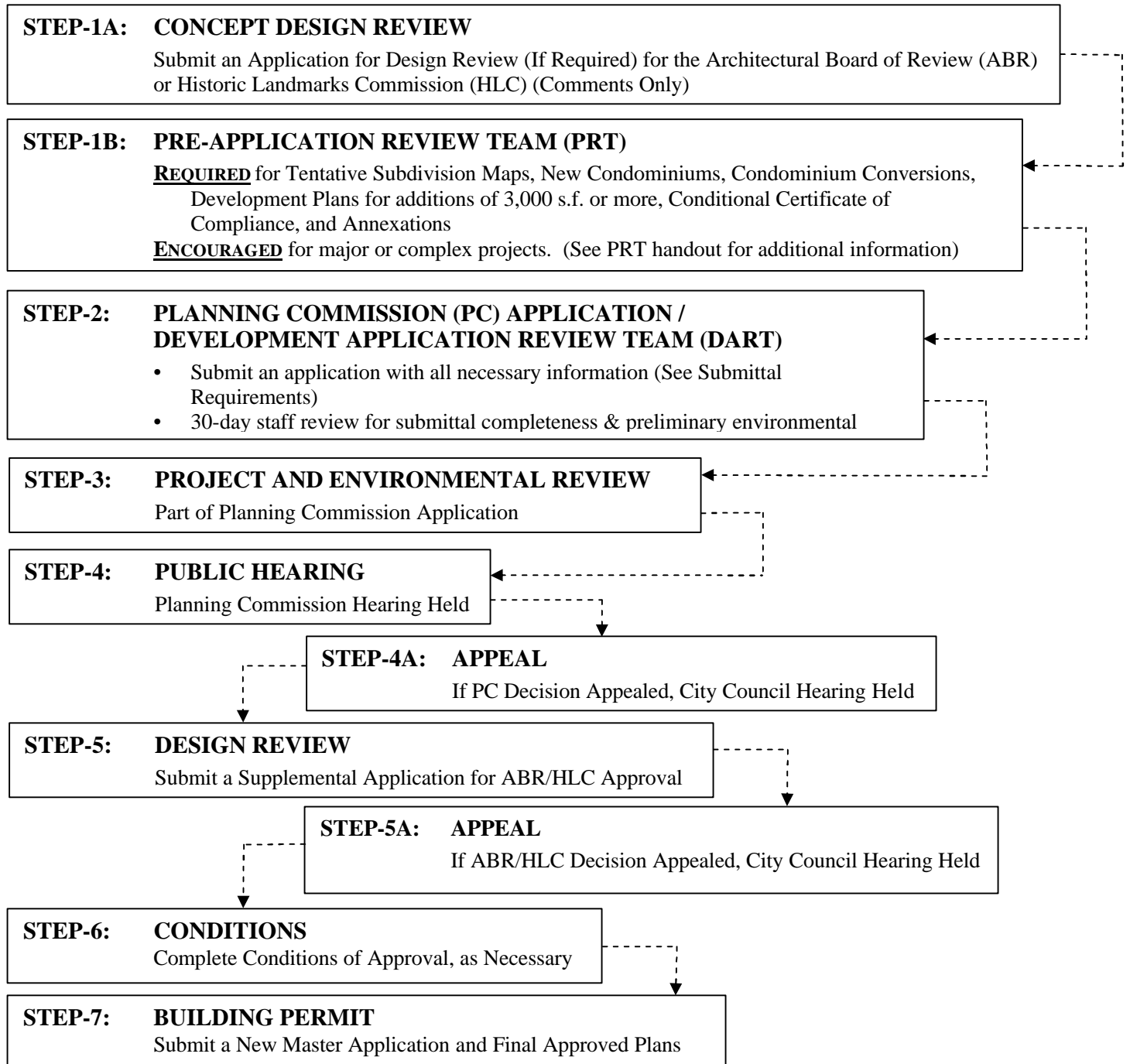
If the application is found to be incomplete, the additional information required should be submitted within 30 days of the date of the written transmission stating the requirement for additional information. If the additional information required is not received within 120 days of the date of the written transmission stating the requirement for additional information, the City will transmit in writing to you that an unreasonable delay in response to the request for additional information has transpired. If the additional information is not received within 60 days of the date of the unreasonable delay transmittal, the application shall be closed and all processing fees forfeited. Prior to the application being closed, you may request up to an additional 180 days to submit the required additional information. The request for a time extension must be in writing, addressed to the Community Development Director, and must contain justification for the delay in responding to the request for additional information. Once an application has been closed, a new, full and complete application as specified in the Submittal Requirements handout for the appropriate hearing body and payment of all applicable fees will be required in order to pursue the project.

APPEAL RIGHTS: If the application is found to be incomplete, you may appeal the decision to require additional information. An appeal must be filed at the Community Development Department’s Planning and Zoning Counter within 10-days of the date of the written transmittal that the application is deemed “incomplete.” The appeal must consist of written notification indicating your grievance with the determination that your application is “incomplete” and the appropriate appeal fee. The appeal will be scheduled for review by the appropriate decision making body and you will receive notice of the hearing date.



City of Santa Barbara

PLANNING COMMISSION PROCESS



Disclaimer: This is a basic outline of the process for Planning Commission review. Some projects, especially those that include annexations, General Plan Amendments or Zone Changes and those that require California Coastal Commission approval, will include additional steps. Also depending on the type of environmental documentation required, additional steps may be necessary.